

# Statement of Qualifications to Provide Building Division Plan Check Review Services



Prepared for:

**Mr. Robert Gray, CBO**

*Chief Building Official*

**Town of Los Gatos**

Community Development Department – Building Division

110 E. Main Street

Los Gatos, CA 95030

**June 2, 2021**

**O'Brien Code Consulting, Inc.**

P.O. Box 112346

Campbell, CA 95011-2346

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[obriencode@gmail.com](mailto:obriencode@gmail.com)

Contact:

Susan C. O'Brien, P.E., LEED AP, CASp

Civil Engineer, ICC/IRC Plans Examiner

Principal



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Exhibit A – Resume



June 2, 2021

Mr. Robert Gray, CBO, Chief Building Official  
Town of Los Gatos, 110 East Main Street  
Los Gatos, CA 95030

**Re: Letter of Intent to Provide Building Division Plan Check Review Services**

Dear Mr. Gray:

Thank you for the opportunity to present this statement of qualifications to provide Building Division plan check review services for the Town of Los Gatos.

O'Brien Code Consulting, Inc. has provided complete plan check review services, including on-site plan review, to the Town for over the past twelve years. Prior to that, Ms. Susan O'Brien, OCC Principal, has provided plan check review services to the Town for almost 30 years with other consulting firms, and originally as an employee of the Town. This extensive historical knowledge of the Town's Code Amendments, local Ordinances, Policies, and Procedures, coupled with the close working relationships developed over the years with Town staff and local design professionals, makes OCC the best consultant to provide this service to the Town.

OCC intends to continue serving the Town as it has done in the past, by providing complete, thorough, and timely plan reviews for all types of projects. We will continue to provide support services to the Town Building Division on an as-needed basis by attending pre-submittal meetings, assisting the Building Inspection staff with field issues and site visits, attending staff meetings, and providing staff training on Accessibility Regulations and a wide variety of topics.

Prior to the COVID-19 pandemic of 2020, we provided on-site plan review services to the Town Building Division on Tuesdays and Thursdays from 7:30 AM to 1 PM, or later, if needed. During the pandemic and subsequent office closure, we transitioned seamlessly to the Town's new electronic plan review software completing all Town plan reviews at our office location. As we emerge from this pandemic and offices reopen for business, we intend to be available to provide on-site plan review services in the future, if requested by the Town's Chief Building Official.

If we are fortunate enough to be awarded this contract, we are committed to working with Town staff to deliver high quality plan review services using a timely, common-sense approach. We are also committed to staying current with the Town's constantly evolving regulations and permitting/plan review software.

Please contact me at (408) 540-9315 should you have any questions. I am very excited to present our qualifications and hope to have the opportunity to continue working for the Town Building Division and Community Development Department.

Sincerely,



Susan O'Brien, P.E., LEED AP, CASp,  
Civil Engineer, ICC/IRC Plans Examiner  
Principal - O'Brien Code Consulting, Inc.



**O'Brien Code Consulting, Inc.**

*Quality – Service - Value*

## **GENERAL QUALIFICATIONS**

### **• COMPANY PROFILE**

O'Brien Code Consulting, Inc. was founded in April 2009, by Susan C. O'Brien, P.E. and Michael S. O'Brien. With almost thirty years of experience working for jurisdictions and plan review consulting firms, Ms. O'Brien has a unique understanding of client needs. This company was created as a resource for jurisdiction building departments during the recession, to offer high quality plan review services at very competitive prices. Ms. O'Brien provides all plan review services and technical support for the company, while Mr. O'Brien provides all pick-up and delivery services as well as performing all general office duties. We have no additional employees, and this is what allows us to provide consistent plan reviews, while keeping the cost to the client at a minimum.

Our company philosophy is simple. We treat our clients the way they expect to be treated. This means we are very responsive to the client's needs while providing exemplary customer service. When an applicant calls or emails our office, all technical questions are answered promptly by Ms. O'Brien. Since she performs all plan reviews, the caller can rest assured that they are talking to the plan review engineer who actually reviewed their project and issued the comments. Our responsibility is to provide concise plan review correction lists with specific Code sections, and to clearly communicate the intent of the Code.

We provide thorough and consistent plan reviews with prompt turn-around times. We strive to complete plan reviews and return projects to the client several days before they are due back to the client, but that is highly dependent on the quality and completeness of the permit submittals and the volume of submittals. Occasionally, due to unforeseen circumstances, there may be a need to expedite projects. We understand these urgent situations and our role to help facilitate the process. Ultimately, we become an extension of the jurisdiction that the Building Official and Building Division staff can rely on to provide the best service possible. We present ourselves to the client and the community as a tool to assist them through the building process, not as an obstacle, which is frequently the public perception.



## **GENERAL QUALIFICATIONS (continued)**

- **COMPANY PROFILE (continued)**

The COVID-19 pandemic of 2020 required a quick pivot from paper plan submittals and reviews to electronic plan submittals and reviews. We were able to quickly learn and seamlessly transition to the electronic plan review software and methods required by each of our clients while maintaining our high quality plan reviews and customer service. Our dedication and consistency to evolve with the clients ever-changing service needs makes us a reliable resource for the client.

O'Brien Code Consulting understands the competitive market for services in the industry today. Through our commitment to continuing education and participating in chapter and committee meetings, we ensure that our clients are connected to the latest industry information. My longevity in the industry has enabled me to develop an extensive network of experienced Code professionals that are available to provide opinions and interpretations on a myriad of Code topics. Since we are a small business, we contract with only a select few clients. We provide consistent, prompt and professional service while developing close working relationships with our clients. We value our clients as individuals and their complete satisfaction is our top priority.

- **ORGANIZATIONAL STRUCTURE**

O'Brien Code Consulting has a very simple organizational structure. All plan review services, including any required on-site services, are provided by Ms. Susan C. O'Brien, P.E. She also attends any meetings required by the jurisdiction and responds to all technical questions. Mr. Michael S. O'Brien provides all pick-up and delivery services, if needed, as well as performing all general office duties.

- **STAFF PROFILE, QUALIFICATIONS, AND EXPERIENCE**

As a licensed professional engineer and ICC Certified plans examiner, Ms. O'Brien has provided plan review services to over thirty jurisdictions within California, Arizona,





## **GENERAL QUALIFICATIONS (continued)**

- **STAFF PROFILE, QUALIFICATIONS, AND EXPERIENCE (continued)**

Nevada and Utah. Her experience has included everything from small residential projects to high-rise office buildings, multi-family residential podium structures, movie theaters, private schools, public housing projects, and OSHPD-3 medical offices. Having worked in-house at several jurisdictions, she understands that each jurisdiction is unique with their own Code amendments and policies. Her focus on the client's individual needs allows her to effectively communicate the Code requirements and the specific jurisdictional requirements to the applicant.

During her time working for the Town of Los Gatos Building Division, Ms. O'Brien has gained a detailed understanding of the Town's Code Amendments, local Ordinances, Policies, and Procedures, including: Town Residential Accessibility Standards, Wild-Land Urban Interface, Town Reach Code, and Hillside Construction. This knowledge and extensive experience with the Town specific requirements provides added value to Town staff and the design community.

As a certified LEED AP, Ms. O'Brien has knowledge of green building principles that extend beyond the 2019 California Green Building Standards Code. This allows her to provide added value and insight to the jurisdiction and design professionals regarding green building requirements.

As a California Certified Access Specialist (CAsp) since 2010, Ms. O'Brien is able to provide CAsp services to the jurisdiction, as required by State law. She consistently participates in Division of the State Architect and Certified Access Specialists Institute (CASI) meetings and webinars to further that knowledge and experience and enjoys sharing that education with her clients. Since Ms. O'Brien provides CAsp services only to jurisdictions and not to the private sector, this avoids any conflict of interest or perceived conflict of interest.

Please see Exhibit A for Ms. O'Brien's resume.



## **GENERAL QUALIFICATIONS (continued)**

### • **LOCATION**

O'Brien Code Consulting is located in Campbell, CA, within a 10-minute drive from the Town of Los Gatos offices. Our close proximity to the Town enables us to provide timely pick-ups and deliveries to the Town for any urgent projects, as well as being able to report to the Town to provide emergency services in the event of a natural or man-made disaster. Although the COVID-19 pandemic of 2020 has resulted in all submittals being transmitted electronically, should the need ever arise, our ability to transport plans in-person without using courier services provides an added benefit to the jurisdiction. We use our own plan bags and prior to the pandemic and the transition to electronic plan submittal, we made pick-ups and deliveries on a daily basis.

## **SERVICES OVERVIEW**

The Scope of Services for this contract with the Town of Los Gatos is for providing professional building plan review services. All services will be provided by Ms. Susan O'Brien, P.E., who will work closely with the Town staff to ensure the review services exceed the Town's expectations. She will provide consistent and comprehensive plans reviews, while providing the superior customer service expected by the jurisdiction. We do not intend to hire any employees, or use sub-consultants. However, should the workload dictate otherwise, we are confident in our ability to recruit highly qualified personnel and will obtain prior authorization from the Town Building Official, prior to the use of any sub-consultants. O'Brien Code Consulting offers the following services:

### • **PLAN REVIEW SERVICES**

- Provide complete plan review services for compliance with California Building Laws as generally found in Title 24 Parts 1, 2, 2.5, 3, 4, 5, 6, 8, 9, 10, 11, and 12, including structural, fire/life safety, disabled access, energy conservation requirements, and green building requirements.
- Ms. O'Brien is CASp certified (CASp-220) and will provide CASp services to the Town.
- Based on Ms. O'Brien's many years of experience working for the Town Building Division, she is very familiar with all of the applicable local Ordinances, policies and procedures and will implement all applicable items on a project-by-project basis.



## **SERVICES OVERVIEW (continued)**

### • **PLAN REVIEW SERVICES (continued)**

- Provide comment letters which are consistent and comprehensive, grouped together by discipline, and refer to specific plans sheets and Code sections for ease of reference.
- Provide comment letters in a written format and transmit them to the Town Building Division staff via email, or any other means deemed necessary by the Building Official.
- Provide “red-line” mark-ups on the Town's DigEplan/Accela database to supplement written plan review comment letters.
- Ms. O'Brien will provide her cell phone number to Town staff for their use only and will be available on the same day to respond to questions from Town staff.
- Services include the initial review and two iterations of revised plans (“re-check”) at no additional charge to the Town.
- Upon plan review approval, “wet” signed and stamped approved plans and documents will be returned to the Town along with an approval letter. All documents will be stamped “Approved” in accordance with the Town of Los Gatos requirements.
- O'Brien Code Consulting will not contact the applicant when plans are approved. Any inquiries from applicants or design professionals to O'Brien Code Consulting regarding the status of plans reviews will be directed to the Town of Los Gatos.
- For any paper submittals, pick-up and delivery of all plans and documents in-person by O'Brien Code Consulting staff. We do not intend to use a courier, but should the need arise, we have a standing FEDEX account and we will cover the cost of all such courier services.

### • **ON-SITE PLAN REVIEW SERVICES – If required by the Town Building Division**

- Provide complete on-site plan review services for compliance with California Building Laws as generally found in Title 24 Parts 1, 2, 2.5, 3, 4, 5, 6, 8, 9, 10, 11, and 12, including structural, fire/life safety, disabled access, energy conservation requirements, and green building requirements.
- On-site services may be provided for approximately ten (10) hours per week, spread over two separate days, to provide plan check of minor residential and commercial plan reviews and to provide additional services as required by the Building Official.





## **SERVICES OVERVIEW (continued)**

- **ON-SITE PLAN REVIEW SERVICES (continued)**

- Provide comment letters which are consistent and comprehensive, grouped together by discipline, and refer to specific plans sheets and Code sections for ease of reference.
- Provide comment letters in the format required by the Town Building Division staff.
- Provide “red-line” mark-ups on the Town’s DigEplan/Accela database to supplement written plan review comment letters.

- **PLAN REVIEW TURNAROUND SCHEDULES**

- Historically, an expected turnaround schedule for initial plan review corrections was ten (10) working days and five (5) working days for any subsequent reviews. However, due to the constantly increasing Code requirements and regulations, such as more extensive Energy Codes, new Green Building Codes, and local Reach Codes, that turnaround schedule is increasingly difficult to achieve.
- OCC is committed to maintaining the Town’s acceptable plan check timelines. We will strive to complete all plan reviews earlier than their Town assigned due date. However, that is contingent on the quality and completeness of the submittal.
- OCC is committed to completing all initial plan review corrections within the timeframe assigned by the jurisdiction (typically ten to fifteen (10-15) business days from the date of the receipt of plans in our office from the Town). This includes typical residential and commercial projects. However, building Code change cycle and incomplete plan submittals may require extended plan review times to be defined by the jurisdiction.
- Subsequent project plan reviews will be completed within the timeframe assigned by the jurisdiction (typically five to ten (5-10) business days from the date of the receipt of plans in our office from the Town). However, building Code change cycle and incomplete plan submittals may require extended subsequent plan review times to be defined by the jurisdiction.
- Response time for more complex projects as determined by the Town will typically be completed within fifteen to twenty (15-20) business days from the date of the receipt of plans in our office from the Town. The turnaround time for complex projects is negotiable.



## **SERVICES OVERVIEW (continued)**

- **PLAN REVIEW TURNAROUND SCHEDULES (continued)**

- O'Brien Code Consulting understands that there may be situations that will require projects to be expedited. We will complete all expedited projects at the request and under the given time parameters provided by the Building Official.

- **TECHNICAL SUPPORT:**

- Attend pre-construction or pre-design meetings in person or virtually as requested by the Building Official. In the event that a meeting at the Town office is desired by the Town and/or applicant and design professional, Ms. O'Brien will be available to attend a scheduled meeting in person or virtually with 48 hours prior notice.
- Provide field visits. In the event that a field visit is desired by the Town and/or applicant and design professional, Ms. O'Brien will be available to attend a scheduled field visit in person or virtually with 48 hours prior notice.
- Provide support for field inspection personnel.
- Assist staff on an as-needed basis.
- All Town Building Division staff members will be provided with Ms. O'Brien's cell phone number to contact with questions on an as-needed basis.

- **MISCELLANEOUS SUPPORT**

O'Brien Code Consulting understands the staffing challenges faced by local Building Departments. We are ready and willing to adapt to the changing needs of the jurisdiction. In addition to plan review services, we will provide the following services at the request of the Town:

- Expedited Services – O'Brien Code Consulting understands that owners/applicants may desire expedited plan review services. In accordance with the policies of the Town of Los Gatos, O'Brien Code Consulting would be available to provide expedited plan review services at an increased fee based on the required expedited turnaround time. This would be on a project-by-project basis, as agreed upon with the Town Building Official.



## **SERVICES OVERVIEW (continued)**

### • **MISCELLANEOUS SUPPORT**

- On-Site Staff Training – O'Brien Code Consulting is committed to evolving with the ever-changing Code requirements. Through attendance at seminars and participation in Chapter and Committee meetings, we stay current on Code developments. As a consultant to the Town, it is our duty to ensure we communicate the pertinent Code development and industry issues to the client. Ms. O'Brien will be available to attend staff meetings and provide staff training on various Code topics to Town personnel, on-site or virtually, as requested by the Town Building Official.
- CAL OES – Ms. O'Brien holds a current CAL OES card ID #64779 and is available to assist the jurisdiction in the event of a natural or man-made disaster.

Any Technical and/or Miscellaneous Support services provided to the Town Building Division will be billed to the Town of Los Gatos at the hourly rate shown on the Standard Rate Schedule.



### • **PICK-UP/DELIVERY OF PLANS & PLAN CHECK COMMENTS**

Since the COVID-19 pandemic of 2020, all permit submittals have been provided to the Town Building Division in electronic (PDF) format. Ms. O'Brien is provided with a list of projects from Town Staff on a weekly basis and has access to the Town's DigEplan software to review the plans. Currently, the Town no longer requires any paper submittals for review. However, should the need arise for review of paper plans and documents, we intend the pick-up and delivery of

all plans and documents to be in-person by O'Brien Code Consulting staff. However, should the need arise for courier services, we have a standing account with FEDEX for pick-up and delivery of plans and documents and we will cover the cost of all such courier services.



## **PROJECT EXPERIENCE**

O'Brien Code Consulting, Inc. Principal, Ms. Susan O'Brien, has had the pleasure of providing plan reviews on various types of projects throughout her career. She has provided comprehensive plan reviews on numerous large and small projects including: assisted living structures, child care facilities, churches, complex custom homes, fire stations, gas stations, high rises, hotels, libraries, movie theaters, multi-family residential podium structures, office and retail buildings, OSHPD-3 health care centers and medical office buildings, parking structures, police stations, private schools, public housing projects, and shopping centers.

The following projects were reviewed by Ms. O'Brien, as the principal of O'Brien Code Consulting, Inc.

- **TOWN OF LOS GATOS**

Since establishing O'Brien Code Consulting, Inc. in April of 2009, Ms. O'Brien has reviewed thousands of projects for the Town of Los Gatos. This does not include the numerous projects reviewed in-house at the Town offices. Projects reviewed include several new single-family dwellings located in the Wildland Urban Interface Area with complex retaining walls and pier and grade beam foundations. Some of the more significant projects are described below:

### **The Club at Los Gatos**

Reviewed under the 2013 California Codes, this project consisted of a complicated addition and remodel to an existing tilt-up concrete building. This two-story Group

A-3 Occupancy fitness center with Café and outdoor pool and spa fitness area underwent a change of design architect as well as several floor plan and project scoping revisions and is currently under construction.



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## **PROJECT EXPERIENCE (Continued)**

### **TOWN OF LOS GATOS (continued)**



#### **Double D's**

Reviewed under the 2013 California Codes, this project consisted of reconstruction and tenant improvement of an existing restaurant building after a fire. Accessibility considerations and exterior wall and property line proximity

issues were highlights of the project review. This Group A-2 occupancy of Type V-B construction is approximately 5,100 SF.

### **Roberts Road 4-Unit Factory-Built Housing**

Reviewed under the 2016 California Codes, this project consisted of a 4-Unit Factory-Built Housing structure on top of a podium with basement parking garage. The interface of the FBH structure with the site-built parking garage were the highlights of this project. Type V-B Construction. Approximately 11,000 SF of dwelling floor area and 6,800 SF of parking garage area.



#### **Casa Natal**

#### **Birthing & Wellness Center**

Reviewed under the 2016 California Codes, this project consisted of a tenant improvement to an existing office building of Type V-B construction to a specialized medical-office Group B occupancy. This project had complex accessibility issues and included a change of project scope and design team mid-way through construction.





## **PROJECT EXPERIENCE (Continued)**

- **TOWN OF LOS GATOS (continued)**



### **McCarthy Ranch Shopping Center**

Reviewed under the 2016 California Codes, this project consisted of full site improvements and accessibility upgrades and various shell building improvements and tenant improvements to three detached restaurant, retail, and office buildings.



### **(N) Medical Office Building with Parking Garage**

Reviewed under the 2016 California Codes, this project consisted of a new Type V-B Construction shell medical office building of approximately 6,500 SF with at-grade 2,800 SF parking garage. This project is currently under construction.



## **PROJECT EXPERIENCE (Continued)**

### **TOWN OF LOS GATOS (continued)**



### **(N) Union Avenue Mixed-Use Development**

Reviewed under the 2016 California Codes, this project consisted of a new mixed-use two-story office building with three attached apartment units and six (6) detached single-family dwellings. This project is currently under construction.

### **Other Notable Los Gatos Projects:**

- Dittos Lane – Publicly Funded Teacher Housing Duplexes
- (N) Netflix Campus - four new shell office buildings and subsequent tenant improvements and a parking garage.
- The Highlands – Luxury Homes located in the Wild-Land Urban Interface Area
- Los Gatos Theatre – Addition and remodel to historical theatre building



## **PROJECT EXPERIENCE (Continued)**

### **TOWN OF LOS GATOS (continued)**

- La Rinconada Country Club – Addition & Remodel to existing clubhouse building with restaurant and bar areas and outdoor dining areas
- Town of Los Gatos Service Memorial – Outdoor monuments to honor veterans and first responders
- Hillbrook School – Addition to existing classroom building and new detached classroom building at private school
- Numerous retail and restaurant tenant improvements at the Old Town Center and throughout the entire Town commercial areas.

### • **CITY OF MOUNTAIN VIEW**

Since establishing O'Brien Code Consulting, Inc. in April of 2009, Ms. O'Brien has reviewed over 1,000 projects for the City of Mountain View. Projects reviewed include several large and small tenant improvements and multi-family dwelling projects. Some of the more significant projects are described below:

#### **Castro Street – (N) Mixed-Use Building with Basement Parking Garage**



Reviewed under the 2010 California Codes, this project consisted of a four-story office building and R-2 Apartment building with two-story basement parking garage. Type V-A construction of approximately 90,000 SF total. Challenges included shoring for supporting the adjacent existing buildings and public right-of-way, along with complex exiting issues.





## **PROJECT EXPERIENCE (Continued)**

### **CITY OF MOUNTAIN VIEW (continued)**

#### **Manzanita East & Manzanita West Apartments**



Reviewed under the 2010 California Codes, this project consisted of two four-story R-2 apartment buildings on a podium with basement parking garage below. Type V-A and I-A construction of approximately 550,000 SF total. Challenges included occupied rooftop deck and interior courtyard complex exiting issues.



#### **San Luis Townhomes**

Reviewed under the 2013 California Codes, this project consisted of 28 total two-story and three-story townhomes. Challenges included accessibility and fire-separation issues.



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## **PROJECT EXPERIENCE (Continued)**

### **CITY OF MOUNTAIN VIEW (continued)**

#### **Other Notable Mountain View Projects:**

- Orchard Supply Addition & T.I. – 2555 Charleston Road
- 4-Story Apartment Building – 135 Franklin Avenue
- (N) Safeway Building with Rooftop Parking and several shell retail buildings – San Antonio Shopping Center
- Several multistory shell office buildings (2019 Stierlin, 871 W. Evelyn, 100 W. Evelyn, 1005 N. Shoreline Boulevard)
- Several large (over 200+ dwelling units for each project) multifamily apartment building podium projects with basement parking garages (111 N. Rengstorff Avenue, 865 E. El Camino Real)
- City projects including City Library, City sports fields, and McKelvey Park
- Numerous new single-family dwelling projects with and without basements.

### • **CITY OF CAMPBELL**

Since establishing O'Brien Code Consulting, Inc. in April of 2009, Ms. O'Brien has reviewed over 500 projects for the City of Campbell. Projects reviewed typically consist of Title 24 Energy, CALGreen, and Structural Only plan review. Some of the more significant projects are described below:

#### **Church Addition & Remodel**



Reviewed under the 2013 California Codes, this project consisted of an addition and remodel to an existing Group A-3 Building of Type V-B Construction.





## **PROJECT EXPERIENCE (Continued)**

### **CITY OF CAMPBELL (continued)**



#### **The Pruneyard Shopping Center**

Various reviews of new shell buildings and tenant improvements under the 2016 California Codes. Some project reviewed as full plan reviews and others reviewed for Title 24 Energy Code, California Green Building Standards Code, and California Building Code – Structural Provisions Only, as directed by the City Building Official.



#### **(N) Shell Office Building**

New two-story shell office building approximately 5,700 SF of Type V-B construction currently under construction. Reviewed for 2016 Title 24 Energy Code and California Building Code – Structural Provisions Only, as directed by the City Building Official.



## **PROJECT EXPERIENCE (Continued)**

- **CITY OF MENLO PARK**

Since establishing O'Brien Code Consulting, Inc. in April of 2009, Ms. O'Brien is an approved third party plan check firm on the City of Menlo Park's list. Due to the volume of work from the direct contract clients, a very limited number of third party projects consisting of mainly of tenant improvements and small single family dwelling projects have been reviewed by Ms. O'Brien on behalf of the jurisdiction. The majority of the tenant improvement plan reviews have been located in the Sand Hill Office Park which consists of several multistory office buildings and some with basement parking garages. Complex exiting and accessibility issues are highlights of the numerous tenant improvement plan reviews.



## **BUILDING PLAN REVIEW FEES:**

Fees for comprehensive plan reviews, performed at the O'Brien Code Consulting office, will be equal to **sixty** percent (**60%**) of the review fees as calculated per the Town of Los Gatos. This fee is negotiable. This percentage based rate will be effective until June 30, 2022. The Town will provide O'Brien Code Consulting with jurisdiction plan review fees (project by project) for use in calculating O'Brien Code Consulting fees.

The above fee covers all services associated with the typical plan review, including:

- The review of plans and related documents for compliance with the California Building Laws as generally found in Title 24 Parts 1, 2, 2.5, 3, 4, 5, 6, 8, 9, 10, 11, and 12, including structural, fire/life safety, disabled access, energy conservation requirements, and green building requirements, and all applicable local amendments and ordinances.
- Pick-up and delivery of design documents to the jurisdiction.
- First, second, and quick third reviews, if necessary, to approve projects.

Additional plan reviews (extensive third reviews and beyond) will be charged at an hourly rate in accordance with the Standard Rate Schedule.

## **Miscellaneous Support Services Fees:**

Miscellaneous technical and support services, including but not limited to, attending pre-submittal meetings and providing staff training, on-site or virtually at the request of the Chief Building Official, will be billed at an hourly rate per the Standard Rate Schedule.

## **Billing Procedures:**

At the beginning of each month, O'Brien Code Consulting will furnish to the Town of Los Gatos an invoice and a statement of the work performed for compensation during the preceding month. Such statement will also include a detailed record of the month's actual reimbursable expenditures.



**O'BRIEN CODE CONSULTING****STANDARD RATE SCHEDULE– TOWN OF LOS GATOS**

<b><u>Personnel Description</u></b>	<b><u>Hourly Billing Rate</u></b>
Principal	\$ 120.00

These rates are effective through June 30th, 2022. This fee is negotiable.

Overtime will be charged at 125% of the standard hourly rates. No overtime will be charged without prior authorization by client. \*\*

Mileage Reimbursement –

(for any OCC staff travel required by the Building Official, beyond 30 miles from the Town offices) Standard Government Mileage Rate + 15% (Currently \$ 0.56 \* 1.15 = \$ 0.644 per mile)

Outside Consultants - Cost plus 15%

\*\* Hours for in-house services in excess of 8 hours (per day) will be billed at the overtime rate shown above. When in-house services or plan review overtime is requested on weekends or holidays, these overtime services will be provided in 4-hour minimum segments.



## **REFERENCES**

O'Brien Code Consulting was incorporated on April 22, 2009. We have current contracts with the following jurisdictions:

### **TOWN OF LOS GATOS**

Mr. Joel Paulson, Community Development Director

Mr. Robert Gray, CBO, Chief Building Official

110 East Main Street

Los Gatos, CA 95032

(408) 354-6879 – Mr. Paulson

(408) 354-6815 – Mr. Gray

### **CITY OF MOUNTAIN VIEW**

Ms. Nena Bizjak, Chief Building Official

500 Castro Street

Mountain View, CA 94039

(650) 903-6477 – Ms. Bizjak

O'Brien Code Consulting currently provides Third Party Plan Review Services to the following jurisdictions:

### **CITY OF CAMPBELL**

Mr. Bob Lennen, Acting Building Official

70 North First Street

Campbell, CA 95008

(408) 866-2130

### **CITY OF MENLO PARK**

Mr. Chuck Andrews, Assistant Community Development Director/Building Official

701 Laurel Street

Menlo Park, CA 94025

(650) 330-6704

### **PLACER COUNTY**

Mr. Tim Wegner, Chief Building Official

3091 County Center Drive

Auburn, CA 95603

(530) 745-3010





# Susan C. O'Brien, P.E., LEED AP, CASp

## Principal



### LICENSES & CERTIFICATIONS:

- Licensed Civil Engineer, State of California, License Number: C-56658
- ICBO/ICC Certified Plans Examiner, Number 0879129
- LEED AP Certified, June 2009
- CASp Certified, Number CASp-220
- CAL OES Safety Assessment Program – ID #64779 Expires June 30, 2024

### EDUCATION:

- Bachelor of Science, Civil Engineering – San Jose State University, 1993

### WORK EXPERIENCE:

April 2009 – Present – **O'Brien Code Consulting, Inc.** – Campbell, CA  
Principal

Managing Principal performing all plan reviews and building department services for various Bay Area client jurisdictions.

May 2007– April 2009 - **West Coast Code Consultants, Inc. (WC<sup>3</sup>)** – San Ramon, CA  
Supervising Plan Check Engineer / Project Manager

Supervising Plan Review Engineer reviewing plans for various Bay Area jurisdictions. The scope of reviews include the review of residential and commercial plans for Structural, Life-Safety, Plumbing, Mechanical and Electrical, T-24 Energy and T-24 Accessibility compliance.

- Major projects include: VMWare gymnasium, Palo Alto; St. Francis Theater, Mountain View; Lawson Lane Office Campus, Santa Clara; Marriott 7-Story Hotel, Campbell; Walker Medical Office Building, Los Gatos.

January 1999 to April 2007 - **Bureau Veritas (formerly LP<sup>2</sup>A)** - Pleasanton, CA  
Director of Plan Review

- Joined LP<sup>2</sup>A as a Plan Review Engineer and through numerous promotions became the Director of Plan Review in June 2006.

*(Continued on next page)*



O'Brien Code Consulting, Inc.

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# Susan C. O'Brien, P.E., LEED AP, CASp

## Principal

### WORK EXPERIENCE (continued):

January 1999 to April 2007 - **Bureau Veritas (formerly LP<sup>2</sup>A)** - Pleasanton, CA

#### Director of Plan Review

- Provided complete plan reviews of complex projects, including high rise (Spieker Tower, Emeryville), several garage podium structures with apartments above (Gateway - Los Gatos, and numerous in Emeryville), movie theater (Bay Street, Emeryville), and OSHPD3 clinics (Los Gatos).
- Instrumental in establishing plan review intern program. Trained interns to understand work-flow process; mentored interns to perform plan review rechecks and non-structural plan reviews.
- Provided in-house plan review to multiple jurisdictions, including Los Gatos and Mountain View
- Managed staff of approximately 20 individuals consisting of plan review engineers and support staff. Implemented operations, ensuring high quality on-time reviews and profitability with emphasis on superior customer service.
- Received Employee of the Year Customer Service Award in 2003
- Received Outstanding Leadership Award in 2007
- Reviewed plans, details, calculations for code compliance to fire and life safety, accessibility, energy compliance, mechanical, plumbing, electrical, T-24 Energy & structural.

November 1992 – December 1998, **Town of Los Gatos Building Department** - Los Gatos, CA

#### Senior Plan Review Engineer

- Joined Los Gatos as an engineering intern and through several promotions became the Senior Plan Review Engineer
- Provided complete plan reviews for all projects, including new large single family dwellings, new commercial buildings, and tenant improvements.
- CIP Project Management included Energy Efficient Lighting Retrofit Project Manager; Town Sidewalk Replacement Program administrator; Town Police Department remodel design engineer and project manager; Town CNG Station project manager.

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# Susan C. O'Brien, P.E., LEED AP, CASp

## Principal



### **WORK EXPERIENCE (continued):**

November 1992 – December 1998, **Town of Los Gatos Building Department** - Los Gatos, CA  
Senior Plan Review Engineer

- Developed Town Public Works Department Standard AutoCAD details for streets and sidewalks and accessibility in the public right-of-way.
- Received Employee of the Quarter Award in 1997

### **PROFESSIONAL AFFILIATIONS:**

- Member – International Code Council (ICC)
- Member – ICC East Bay Chapter, ICC Monterey Bay Chapter, ICC Peninsula Chapter
- Member – American Society of Civil Engineers (ASCE)
- Member – National Association of Professional Women (NAPW)
- Member - Tri-Chapter Uniform Code Committee
- Member – National Fire Protection Association (NFPA)
- Member – International Association of Plumbing & Mechanical Officials (IAPMO)
- Member – Certified Access Specialist Institute (CASI)
- ICC Peninsula Chapter President, 2012-2013 Term
- ICC Peninsula Chapter Vice President, 2011-2012 Term
- ICC Peninsula Chapter Secretary, 2010-2011 Term
- ICC Peninsula Chapter Treasurer, 2009-2010 Term

